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**MINUTES FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
HELD AT 6:00 P.M., THURSDAY EVENING, FEBRUARY 10, 2005  
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA – 2ND FLOOR**

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MEMBERS PRESENT: Berube, Paul  
Graham, Elijah  
Harris, Alvin  
Martinez, Ramy  
Ruck, Lance – Chair

MEMBERS ABSENT: Ellis, William  
Peña, Andrew  
Schwartz, Elma

**ALSO PRESENT:**

Bond, Terry – CSC Secretary/HR Director  
Buenning, Rosy – CSC Recorder  
Chavez, Lupe V.  
Chavez, Richard  
Chavira, Hernando  
Cuellar, Lupe – Assistant City Attorney  
Fargo, Peter - Human Resources  
Galindo, Emma

Ledesma, Norma  
Martinez, Lupe – Assistant City Attorney  
Nevarez-Lynch, Rose  
Prieto, Rosa  
Thomas, Linda - Human Resources  
Vasquez, Bertha B.  
Wilson, Joyce – City Manager

The meeting convened at 6:04 p.m. with a quorum of 5 Commissioners present and Chair Ruck presiding.

Chair Ruck asked if the Consent Agenda was in order.

Ms. Bond said the Consent Agenda was in order, she requested Item 1 be tabled.

Lupe Chavez, Human Resources employee, requested Items 5C and 5.5C be moved to the Regular Agenda.

Norma Ledesa, Fire Department employee, requested that Item 2B be moved to the Regular Agenda.

MOTION TO APPROVE THE CONSENT AGENDA WITH THE MODIFICATIONS MADE BY COMMISSIONER MARTINEZ, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

**CONSENT AGENDA**

1. Discussion and Action on Approval of Minutes:

January 13, 2005

2. Discussion and Action on Approval of Contracts:

- A. Personal Services Contract with Rozanna M. Mendoza to perform the duties of Executive Assistant to the City Manager from March 7, 2005 through March 6, 2006, for the Office of the City Manager.
- B. Personal Services Contract with Isabel Coronel to perform the duties of Executive Secretary to City Manager from February 11, 2005 through February 10, 2006, for the Office of the City Manager.

*This item was addressed at the beginning of the Regular Agenda.*

Ms. Ledesma said that an Executive Secretary was a classified position which was a grade 22 at a starting salary of \$28,000 annually. This contract position was for the amount of \$40,000 annually. Ms. Ledesma said she compared the duties of the two positions and didn't see a difference except for the big difference in pay and wondered why.

Ms. Bond said that this position was an Executive Secretary to the City Manager, so the level of discretion and assignment that the individual would receive would be at a much higher level than that of an Executive Secretary.

Joyce Wilson, City Manager, said this was a single incumbent position and detailed the reasons she had selected this individual and the process which she went through because of the fact that she didn't have any staff when she came into this position herself.

MOTION TO APPROVE ITEM 2B MADE BY COMMISSIONER BERUBE, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

C. *Item Not Used*

D. Personal Services Contract with Kristin Fields to perform the duties of coordinating the Museum school from March 10, 2005 through March 9, 2006, for the El Paso Museum of Art.

3. Discussion and Action on Approval of Applications for Outside Employment:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| A. Bogle-Barry-Police                 | L. Moore-John-Police                  |
| B. Branham-Robert-Police              | M. Narro-Robert M.-Mass Transit       |
| C. Campos-Juan-Police                 | N. Navarrette-Rafael-Fire             |
| D. Chantrell-John-Police              | O. Olson-Bryan-Police                 |
| E. Chavez-Robert-Police               | P. Ramirez-Gabriel-Police             |
| F. Gloria-Alberto-Police              | Q. Ramos-Rebecca-Police               |
| G. Guzman-Fernando-Parks & Recreation | R. Rodriguez-Jose-Zoo                 |
| H. Herrera-Javier-Fire                | S. Smith-Jimmy-Solid Waste Management |
| I. Lane-Bobby-Police                  | T. Spalloni-Marco U.-Police           |
| J. Lara-Eduardo-Police                | U. Valles-John-Police                 |
| K. Martinez-Jason-Police              |                                       |

4. Notice of Promulgation of Eligible Lists:

- A. Plan Reviewer (P-2)
- B. Residential Inspector (P-1)
- C. Stores Clerk II (P-8)(CR-0)(O-11)
- D. Street Operations Supervisor (P-9)
- E. Traffic Controls Planning Supervisor (O-1)

5. Discussion and Action on Approval of Classification Actions:

New Job Class/Revised Job Class/Revised Job Class & Grade/Revised Job Class, Title & Grade

	<u>Title</u>	<u>Code</u>	<u>Grade</u>
A.	Official: Elephant Supervisor	9354	GS 18
	Proposed: Same	Same	Same
B.	Official: Zoo Veterinarian	5131	PM 80

	Proposed:	Same	Same	EX J
C.	Official:	Personnel Technician I	9222	GS 17
	Proposed:	Same	Same	Same

*This item was addressed simultaneously with Item 5.5C at the beginning of the Regular Agenda.*

Lupe Chavez, the incumbent in Item 5.5C, stated that she had been a Personnel & Payroll Clerk since 1994, for 10 years. She said this came as a shock to her because no one ever informed her that her position was being looked at as a reclassification. She said she didn't get anything in writing and nobody ever told. She said she didn't agree with the reclassification and felt that after 15 years of service Ms. Bond or Ms. Thomas would have had the consideration to inform her of this action prior to the week of the meeting. She commented that in the past, employees were informed in writing of items on the agenda that were affecting them. She stated that she was never given the opportunity to deny the reclassification. She wanted to know the justification of how Human Resources came to the conclusion of reclassifying her position because no one ever talked to her and she was never asked to submit a PDQ (position description questionnaire). She didn't agree with the reclassification for several reasons, she strived to become a Personnel & Payroll clerk, she loves her job and she strives to do a good job, and she was hired as a payroll clerk. She pointed out to the Commission that the job specification for the Personnel Technician didn't describe anything that she currently does. She informed the Commission that currently many people in the department were being cross-trained and none of them were ever asked if they wanted to cross-train. She stated that everybody was hired to do a specific job and now everybody was just being told that they were going to cross-train, she stated it was like a dictatorship. She emphasized to the Commission that the work she does now is nothing like the work of a PTI. Ms. Chavez said she felt that they were pin-pointing her personally because she always speaks her mind when she believes Human Resources is doing something incorrectly or not following the rules and regulations.

Chair Ruck asked Ms. Bond who asked for this reclassification and why wasn't Ms. Chavez notified that her job was being examined.

Terry Bond, HR Director, stated that this was being done at the Department Head's request, the Department Head being herself, and she personally revised the job specification in consultation with the different section heads including Ms. Chavez' supervisor, the Payroll Manager. She stated that ever since the City started using the Peoplesoft system in 2001 many of these positions are becoming more technological. She stated that they felt that if all of the PT1s are cross-trained, they can cover each other's work when the need arises. Ms. Bond explained that they believed the specification being proposed tonight adequately described the duties of the PT1 and Ms. Chavez' duties were also encompassed as well. Ms. Bond also stated that at this point in time Ms. Chavez would be remaining in her position and she would continue doing her work in the same manner.

Chair Ruck asked if Department Heads don't notify employees when they're getting reclassified?

Ms. Bond said she was notified by her section manager.

Ms. Chavez stated that she found out about this reclassification on Monday when she read the agenda. She said she was notified later that afternoon of the reclassification, so she wasn't told anything prior to this week. Ms. Chavez stated she didn't want to be moved into the reclassified position, she wanted to remain at her position as a Personnel & Payroll Clerk.

Assistant City Attorney Lupe Cuellar said that if this item was approved, then Ms. Chavez' old position would be considered abolished. She told the Commission that if the job specification currently before them didn't contain the job duties that Ms. Chavez currently performs, regardless of how she felt, then the specification needed to be changed.

Ms. Chavez told the Commission to look at the specifications so they could see that it was not what she was currently doing.

Chair Ruck asked how long they had been working on this reclassification.

Ms. Bond said they finalized it on Monday, which is when Ms. Chavez was informed.

Richard Chavez, stated he worked at the El Paso Police Department was also Ms. Chavez' husband. He said that the EPPD had 8 or 9 Personnel & Payroll Clerks and wondered if they too were going to be reclassified to the position of Personnel Technician I? If the answer was no, don't they use Kronos and Peoplesoft as well and can't they be cross-trained as well?

Ms. Bond said they were not because the Personnel Technician I title was specific to Human Resources. She disagreed that the other Personnel & Payroll Clerks used the Kronos and Peoplesoft systems in the same way though because the duties in the Human Resources department are different than other departments.

Rose Nevarez-Lynch, Personnel Technician I in Human Resources, stated that as a PTI they don't have any opportunity for transfer because no other departments have those positions, they also don't have a chance to move up within Human Resources. Ms. Nevarez-Lynch pointed out that if Ms. Chavez was reclassified to a PTI position she would be stuck in HR because those positions only exist in Human Resources. As a Personnel & Payroll Clerk, Ms. Chavez could transfer to any other department.

Ms. Bond stated that there were two concepts involved. Personnel Technician I's could not transfer because they did only exist in Human Resources. However, they could go through the competitive process and promote to other positions. She stated that by cross-training within HR these employees were gaining broader skills and aspects of the City organization and would be more of an ideal candidate to promote.

Chair Ruck asked if there was an eligible list for Personnel Technician I.

Ms. Bond said there wasn't, this was why she was requesting this be approved, so that a recruitment could be initiated for this position to fill the vacancy.

Chair Ruck then stated that basically the change in the PTI job specification was giving the incumbents more duties with the same pay.

Ms. Bond said they were not getting more duties. Human Resources had different sections where the PTI's would be performing different aspects of the job specification, depending on the section they were working at. She said that by rotating the employees, although they had no intention of moving Ms. Chavez at this time, they learn different aspects of Human Resources.

Chair Ruck commented that the key words in her statement were "at this time," because as soon as this was approved, then they would be able to move Ms. Chavez at their pleasure. He commented that during his 2 ½ years on the Commission he has seen classification items and classification change requests that didn't go too well for employees. At his recollection this was the first time that an employee was saying that she didn't want to be reclassified and didn't want to be placed into the new classification. He was hoping that this wasn't just a way to give employees more duties with the same amount of pay.

Joyce Wilson requested that the item be tabled until the next meeting to give her an opportunity to sit down with the department and management to find out why there wasn't better communication before this showed up on the agenda. She reminded the Commission that the department went through a downsizing and that management had gotten a directive to try to make their employees multi-functional. She also wanted to have a chance to talk to management about the pay for the position.

Commissioner Martinez asked Ms. Wilson to please consider several issues. If in fact the City wanted to make their employees multi-functional to have the mobility in the job market, then the Personnel Technician I reclassification should be made to all departments, not just Human Resources. He also

pointed out that the scope of duties is increased with these reclassifications because employees do need to learn new things and a merit in compensation should also be considered since the employees are expected to be more flexible.

Ms. Wilson said that the classification plan and pay here was very antiquated and very rigid and she wanted to work to make it a better plan.

MOTION TO TABLE ITEMS 5C AND 5.5C TO THE 1<sup>ST</sup> MEETING IN MARCH MADE BY COMMISSIONER BERUBE, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

5.5 Discussion and Action on Approval of placement of incumbents into reclassified positions:

<u>Title</u>	<u>Code</u>	<u>Grade</u>
Official: Clerk Typist II	1812	GS 9
Proposed: Clerk Typist III	1813	GS 13
A. Sifuentes, Adelina		
B. Terrazas, Alicia		
Official: Personnel & Payroll Clerk	1602	GS 17
Proposed: Personnel Technician I	9222	GS 17
C. Chavez, Lupe V.		

6. Discussion and Action on request to assign pending appeal cases:

Garcia, Ernest – Termination – Mass Transit

7. Discussion and Action on request to have named placed on Transfer List:

- A. Esquivel, Yolanda – Accounting Clerk – Parks & Recreation
- B. Renegar, Bonnie E. – Clerk Typist III – El Paso Water Utilities
- C. Rueda, Gilberto – Laborer - El Paso Water Utilities

8. Discussion and Action on request to have name placed on Reinstatement List:

Garing, Cheryl - Horticulturist – El Paso Zoo

9. Discussion and Action on Approval of Merit Increases in accordance with C.S.C. Guidelines:

- A. Airport-Aguilar, Rosie-Executive Secretary
- B. EPWU-Ornelas, David-Envir. Compliance Mgr
- C. Mass Transit-Aguirre, Michael-Stores Clerk II
- D. Mass Transit-Norris, Greg-Stores Clerk II
- E. Museum-Enriquez, Rocio-Clerk Typist II
- F. Museum-Fyffe, Benjamin-Asst. Curator of Education

10. Discussion and Action on Request for Temporary Promotion:

- A. Corral, Uvaldo - Airport  
From: Communications Dispatcher II  
To: Airport Operations Support Supervisor
- B. Elizondo, Daniel – Mass Transit  
From: Coach Operator  
To: Transit Communications Dispatcher

- C. Gadson, Timothy – Airport (Extension)  
From: Custodial Worker  
To: Shuttle Bus Operator
- 11. Discussion and Action on request to reset ending date of probationary period in accordance with Article VI, Section 6.9-1 of the C.S.C. Charter:  
  
Avila, Miguel – Automated Refuse Collection Operator – Solid Waste Mgmt.
- 12. Discussion and Action on Request for Extension of Eligible Lists for an additional six months:
  - A. Custodial Worker – Extended through July 14, 2005
  - B. Groundskeeper – Extended through July 28, 2005
  - C. Laborer – Extended through August 28, 2005

### **REGULAR AGENDA**

*Items 2B, 5C and 5.5C were addressed here.*

- 13. Discussion and Action on Appeal of Performance Evaluation of:

Galindo, Emma R. – Accountant I – Comptroller's Office

Chair Ruck assigned Commissioners Harris and Schwartz to the committee to hear Ms. Galindo's performance evaluation appeal, assigned Commissioner Harris as Chair of that committee.

- 14. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.:

Rodriguez, Jesus – Parking Meter Service Worker

Mr. Rodriguez was not present. Chair Ruck read the specifics of Mr. Rodriguez' disqualification appeal.

MOTION TO DENY ITEM 14 MADE BY COMMISSIONER BERUBE, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

- 15. Discussion and Action on Report from Committee regarding Performance Evaluation of:

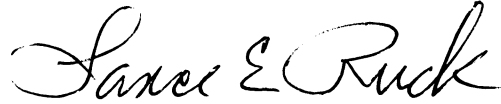
DeBruhl, Edward – Coach Operator – Mass Transit

Commissioner Berube read the committee's recommendation which was to approve Mr. DeBruhl's appeal and his performance evaluation be re-rated.

MOTION TO ACCEPT THE COMMITTEE'S RECOMMENDATION MADE BY COMMISSIONER HARRIS, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, A MOTION TO ADJOURN WAS MADE BY COMMISSIONER MARTINEZ, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

THE MEETING ADJOURNED AT 6:40 P.M.



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LANCE RUCK, C.S.C. CHAIR



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TERRY BOND, C.S.C. SECRETARY



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DATE APPROVED